

CITY OF NEWTON

ZONING BOARD OF APPEALS

INSTRUCTIONS FOR APPEAL OF THE COMMISSIONER

Form Approved by the Zoning Board of Appeals May 26, 2009

Appeals of an order or decision of the Commissioner of Inspectional Services (in addition to petitions for a variance) shall be to the Zoning Board of Appeals (Board). Such appeal shall be made as follows:

1. The original appeal must be filed in the Office of the City Clerk and fifteen (15) copies of the appeal must be filed with the Clerk of the Board including the date and time of filing as certified by the City Clerk's office within thirty (30) days from the date of the order or decision which is the subject of the appeal.
2. The appeal must be accompanied by the applicable filing fee and shall be typewritten on 8 ½" x 11" paper.
3. An appeal will not be considered complete unless it contains all of the following information:
 - a) Name and address with daytime contact information of the person appealing (Appellant) the Commissioner's order or decision.
 - b) Address of the subject property.
 - c) Specify whether or not appellant consents to access to their property by board members for viewing in connection with the hearing
 - d) Relationship of Appellant to subject property (i.e. owner, abutter, neighbor, etc.).
 - e) A statement of the reasons for the appeal with details and supplemental materials (where available) as to why the Commissioner's order or decision was in error.
 - f) Appellant must sign and date the appeal.
 - g) Accompany the appeal with a copy of any relevant plans.
 - h) A draft decision and an electronic copy (see attached model decision) must be filed with the Clerk of the Board with the appeal or no later than seven (7) days of filing the appeal.
4. The appeal will be heard by the Board in accordance with the applicable provisions of the Zoning Ordinance and G.L. Chapter 40A.